

Data Analyst

Home Department: Debt Operations

Type of Position: Full-Time Exempt

Location: NY Tri-State Preferred (Remote will be considered)

Education Requirement: Bachelor's degree in Computer Science or a related field

Experience Requirement: Minimum 3 years professional experience

About RIP

RIP Medical Debt was founded in 2014 by two former debt collections executives, who, over the course of decades in the debt-buying industry, met with thousands of Americans saddled with unpaid and un-payable medical debt and realized they were uniquely qualified to help these people in need. They used their expertise and compassion to create a unique way to relieve medical debt: they would use donations to buy large bundles of medical debt and then relieve that debt with no tax consequences to recipients. From this idea came RIP Medical Debt, a New York based 501(c)(3). The results have been spectacular— more than \$10 billion in medical debts eradicated so far, providing financial relief for over 6.8 million individuals and families.

RIP's mission is to end medical debt and be a source of justice in an unjust healthcare finance system, a unique solution for patient-centered healthcare providers, and a moral force for systemic change.

RIP's offices are located in Long Island City NY, just minutes from Manhattan, conveniently located steps away from many major subway lines. The team has implemented and fully embraced a hybrid work environment, working from the office only 3 days per week.

About the Position

The Data Analyst will play a pivotal role in the debt data process management. Their primary responsibility involves the acquisition, evaluation, and normalization of complex debt files from various trading partners. The role requires a deep understanding of data analysis, report generation, and ensuring the information aligns with the organization's standards and objectives.

Duties and Responsibilities

Debt Data Management

- Acquire and evaluate complex debt files securely from a variety of trading partners.
- Normalize the acquired data and align it with the organization's specifications and standards.
- Generate insightful reports that aid in decision-making for debt portfolio purchasing and forgiveness.
- Collaborate with the Debt Operations, Information Systems and Development departments to process, analyze, and review debt files.
- Conduct qualification tests to ensure debt portfolios align with donor requirements and the company's tax-exempt objectives.
- Deliver comprehensive reports detailing metrics such as the number of debtors assisted, value of debt abolished, and more, supporting the Debt Operations department's reporting efforts.

Data Analysis and Improvement

- Extract actionable insights from the data to drive continuous improvement in the debt purchasing and abolishment process.
- Respond to inquiries from trading partners regarding data specifications and requirements.
- Partner with the Information Systems department to define technical requirements for systems used in debt data management.
- Assist in system testing and rollouts to enhance the debt purchasing and abolishment processes.
- Develop methodologies to collect and report performance metrics efficiently.
- Identify and rectify deficiencies in the debt purchasing and abolishment process, leveraging data-driven insights.

Other Duties and Responsibilities

- Perform other tasks as may be assigned by management or supervisors from time to time.
- Adhere to the organization's conflict of interest and code of ethics policies.

Qualifications, Skills, and Experience

Required Work Experience:

- Minimum 3 years of experience in business process or data analysis positions.

Required Skills

- Proficiency in SQL and working knowledge of programming languages like Python or R.
- Hands-on experience with Business Intelligence tools, such as Power BI or similar platforms.
- Strong oral and written communication skills.
- Effective collaborative skills.
- Solid understanding of data cleansing, normalization, and data integrity practices.
- Familiarity with databases and their structures.
- Demonstrated capability in data-driven decision-making and analytical thinking.
- Knowledge of project management methodologies.

Other Education

- Minimum 3 years of experience in business process or data analysis positions.

Compensation and Benefits

- Annual salary \$75,000-\$90,000 for qualified local candidates (offers to candidates outside of the New York metro area may vary based on the location)
- Hybrid work environment (office work 3 days a week).
- 4 weeks PTO (with additional days granted upon 3rd and 5th anniversaries).
- Fully paid medical, dental, and vision coverage.
- Employer-paid life insurance, short-term and long-term disability.
- 403(b) retirement plan matching.
- Employee Assistance Program.

How to Apply

To be considered for the position, email resume and cover letter to cnorris@stevendouglas.com .

Equal Opportunity Employer Statement

RIP Medical Debt is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. RIP Medical Debt makes hiring decisions based solely on qualifications, merit, and business needs at the time.